



## Health & First Aid Policy

### School Context:

Doxa School Bendigo is a Child Safe community committed to providing an environment that is true to the values of our school wide expectations: being **Safe, Kind** and **Curious**. We promote care for all individuals in the school community and this is reflected in our support of students to learn to understand and regulate their own behaviour.

All of Doxa School's policy and procedural documentation is underpinned by our **5 key Pillars of the Doxa School Model: Student-Centred Approach, Trauma Sensitive Practice, Social and Emotional Literacy, Choice Theory and our Catholic Identity** and complies with the requirements of Catholic Education Sandhurst Ltd. This Policy can be found on our school website, [www.doxabendigo.catholic.edu.au](http://www.doxabendigo.catholic.edu.au) and applies to all staff members of Doxa School Bendigo.

Our pillars inform the **Basic Beliefs** we have regarding this First Aid Policy, being that:

- Doxa School is committed to providing a safe environment for all members of our school community.
- Doxa School's approach towards health and safety is holistic and takes into consideration an individual's physical, mental and emotional health, and is primarily one of risk prevention.
- Doxa School will engage with parents, guardians and/or carers of students to obtain all relevant information relating to the health needs of students ● Doxa School will ensure that the management of student health records complies with the, *OHS Act 2004 (Vic), Health Records Act 2001 (Vic) and the Privacy Act 1988 (Cth)*
- Adequate training and resources are to be provided to effectively deliver first aid in the event of sudden illness or injury to students and employees.
- Training to support mental health first aid will be provided for staff members as required.
- Under Doxa School's **duty of care obligation** to students, it is responsible for providing first aid facilities and sufficient staff trained at the level; HLTAID003 – Provide First.
- Teachers are required to administer first aid when necessary within the limits of their expertise and training.
  - Neither the principal, nor any staff member is required to diagnose or treat serious injury or illness, apart from carrying out the appropriate first aid procedures.
- Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.

## Definitions:

**First Aid** is the emergency treatment provided to staff, students, contractors, volunteers and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners.

**First Aid Officers** are staff members who have been trained in first aid and are designated to provide initial care of ill or injured staff, students, contractors, volunteers or others.

**School** - in addition to being a place for student learning it is also a **workplace** for Doxa School staff, contractors and volunteers.

## Aims:

To ensure that Doxa School has the resources and the necessary training to provide effective initial treatment in the event of sudden illness or injury to students, staff or visitor.

In emergency situations immediate medical assistance is available through **Bendigo Health Care Group – Emergency Department on 5454 8100 or by contacting 000.**

## Risk Assessment:

A First Aid Risk Assessment will identify the minimum first aid requirements for a school and considers:

- o the size and layout of the school – buildings, external areas
- o high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas
- o the number of campuses
- o the number of staff, students, contractors, volunteers and others in the workplace o known medical conditions of staff and students
- o previous incidents or trends in illness or injuries
- o the nature and location of camps, excursions and other off-site activities o school vehicles <sup>1</sup>
- o proximity to medical facilities and access to emergency services o proximity of hazards in the school or local environment.

This Risk Assessment will identify the following:

- o the number of designated first aid officers
- o level of first aid training required and in accordance with the type of medical conditions of staff and students
- o the location of first aid room, if required
- o the number, location and contents of first aid kits.

The Risk Assessment is to be reviewed regularly to ensure that the first aid resources in the school continue to meet the needs of the school community.

A First Aid Risk Assessment is required to be completed where persons may be exposed to hazards that could result in serious injury or illness that would require immediate medical treatment This includes but is not limited to:

- o Workshops/technology rooms
- o Kitchens
- o vehicles
- o camps and excursions

A first aid risk assessment can also be completed specifically for areas or locations of the school where high risk activities are conducted, such as technology rooms, laboratories, and kitchens, by completing the [CECV First Aid Risk Assessment checklist](#).

### **First Aid Training:**

It is the responsibility of the Principal or their delegate to ensure that **all staff members** of Doxa School Bendigo have completed the recognized training.

The minimum training requirement is HLTAID003 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 must be completed each year.

### **Responsibilities of trained staff:**

Staff members trained at the recognized level provide initial care to injured or ill staff, students, contractors, volunteers or others by delivering first aid treatment in accordance with the level of their training. They are not required to diagnose conditions or to provide ongoing medical assistance. When appropriate, the present trained staff member will refer the ill or injured person to additional medical advice or assistance.

### **Location of first aid:**

Several First Aid kits are accessible from the staff lounge area. Others are placed throughout the school in the kitchen/rec area, the shed and the main office.

An AED is accessible in from the main office.

It is not possible to provide a first aid room at Doxa School, the interview room opposite the front office or the Principal's office can be made available to provide care for a sick or injured person until the appropriate support is available, or a student can be picked up by a parent or carer.

An injured or ill person must be in a position to be supervised by a staff member at all times.

The First Aid kits other than those used specifically for students, will be located in accordance with the First Aid Risk assessment and [Worksafe compliance code: First aid in the workplace](#).

### **Communication with parents, guardians and/or carers:**

Information about Doxa School's policy and procedures for first aid, distribution of medication and management of students with medical conditions will be provided to parents, guardians and/or carers. Updates to the policy and procedures will be provided through the school's website, newsletters or online applications.

Doxa School request that parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents, guardians and/or carers will be requested to provide this information on enrolment, annually, prior to camps and excursions and if the child's medical condition has changed.

An incident report will be completed when first aid is administered. This report will be kept in the school and a copy provided for the parent, guardian and/or carer of the student.

Parents, guardians and/or carers must be notified as soon as possible if required to collect an ill or injured student from the school. When a parent cannot be contacted, the principal will contact the emergency contact nominated by the parent, guardian and/or carer.

## **Resources**

### **CECV Resources First Aid**

[Worksafe compliance code: First aid in the workplace](#)

## **Appendices**

**Appendix 1:** School Practices & Procedures

**Appendix 2:** [CECV First Aid Risk Assessment](#)

## **Appendix 1: School Practices & Procedures:**

### **First aid Training**

- First aid training programs to be offered to all staff on an annual basis. This training includes CPR, Asthma, Anaphylaxis and diabetes management. ● All staff to be trained and updated as required HLTAID003 – Provide First Aid and Cardiopulmonary Resuscitation (CPR) HLTAID001.
- A register of all staff trained in First Aid will be maintained and kept in the Finance Manager's office.

### **Staff Responsibilities**

- A student requiring attention, whether ill or injured, should always be sent to the Office, where appropriate, so that an assessment can be made of the student's condition.
- If a situation requiring assessment regarding first aid occurs outside the school a qualified staff member/s will conduct this assessment of the student's condition. ● Staff member/s supervising students off site will be responsible for making sure a First Aid Kit/Bag is taken with the group.
- Complete First Aid Duties in all cases of student illness and injury no matter how seemingly trivial.

### **First aid duties**

- All sickness and injuries are to be noted in the first aid register.
- The accident and injury register is located in the office.
- All staff are required to record accidents and /or injuries in this book. ● First aid bags are located in the general office and/or staff kitchen. ● These bags are to be taken by staff in any external excursions beyond the immediate vicinity of the school.
- The first aid cabinet in the general office can be accessed by staff for any minor injuries that occur within the school.
- Any time a first aid bag or cabinet is used the nature of the injury or illness and the treatment administered must be recorded in the accompanying registers ● First aid bags and cabinets will be monitored and restocked as needed and their contents reviewed each semester by the Administration Officer.

### **First aid Organisation**

- The school Administration Officer is responsible for the supervision of sick students while awaiting treatment or being collected by parents. They are also responsible for the maintenance of the first aid cupboard and the first aid kits.
- All students with special health needs have information and safety plans displayed in the staff room.
- This information will include a photo, nature of health issue, emergency procedures

- and phone number.
- Direct supervision of sick bay will be dependent on the nature of the illness or injury.
- In the event of students requiring medical attention, parents/guardians will be contacted as quickly as possible.
- If there is any concern about the student's condition, parents will be contacted and/or the ambulance rang. In an emergency, ring the ambulance immediately. All action to be coordinated through the office staff, first aid staff and the Principal.
- Parents/ guardians will be informed of any first aid emergency treatment their child has received.

### **First aid Cabinets/kits/sick bay**

- All staff will be informed of the location of the sick bay first aid cabinet and kits. ● Prescription medication supplied by parents for students is kept in a separate locked cupboard in office – see *Medications Policy*
- The school officers are responsible for the purchasing of supplies for the sick bay and the first aid cabinet.

### **AED**

- An Automatic External Defibrillator is located in the main office. ● All staff will be trained in its use as part of annual First Aid Training and Updates

### **The first aid cabinet will contain:**

- An up to date first aid book.
- All gauze swabs (These are for clean wounds only).
- Sterile wound dressings individually packed 8 small, four medium, four large.
- Combine dressings, for bleeding and/or major wounds.
- Sterile non-adhesive dressings in individual packets: small for covering wet wounds, large for wounds such as large grazes.
- Eye pads – individually packed.

### **Adhesive dressings**

- Nonallergenic paper type adhesive tape.
- Adhesive first aid dressings and strips.
- Elasticised plasters – hypoallergenic.

### **Bandages**

- Triangular for shoulder slings.
- Crepe bandages.

### **Lotions and ointments**

- Cuts and abrasions should be cleaned under running water.

- Antiseptics not to be used- e.g betadine, as some people will be allergic.
- Sunscreen 30 +
- A sterile eye solution

#### **Asthma medication**

- Bronchodilator – puffer Ventolin, Respolin, Asmol or Bricanyl – *see Asthma policy*
- A spacer – Volumatic for Ventolin

#### **Other equipment**

- Disposable plastic gloves
- Cotton buds
- Medicine measure
- Disposable cups
- One pair of scissors
- Disposable hand towels
- Nail brush
- Torch
- Ice-packs for freezer
- Adhesive sanitary supplies
- Ice cream containers – for vomit

#### **First aid treatment**

##### **Responsibilities:**

##### **The principal will ensure:**

- There is a minimum of one first aid trained staff member available to assist injured or ill persons.
- That this person be trained to a competent level that covers all school requirements.
- That a first aid trained staff member be available at school during normal working hours if not nominate another staff member.
- That appropriate first aid kits, supplies and equipment is provided.
- That all staff are aware of the first aid procedures and the location of resources.
- That adequate hygiene practices are used.

##### **The parents and /or guardians are to ensure that they:**

- Keep the school informed of current medical contact details concerning students. ● Keep principal informed of current medical conditions and appropriate history of students.
- Inform principal in writing of any prescribed medication that students need to take in school hours.

#### **Evaluation**

A brief report is to be made in the Accident/Emergency book for each incident. Then this is to be reviewed by a School Officer with appropriate input from available Medical/Nursing/Paramedical personnel as appropriate, and changes to be recommended and implemented as required.

## Appendix 2: Risk Assessment Checklist



<b>SCHOOL:</b>
<b>CONDUCTED BY:</b>
<b>DATE:</b>

This checklist has been developed to assist schools to determine the appropriate first aid requirements, including facilities, first aid kits and number of trained first aid officers. If hazards have been identified, ensure appropriate control measures are implemented.

QUESTION	YES	NO
<b>First Aid Officers</b>		
Are adequate numbers of first aid officers available during high risk times such as yard duty?		
Are adequate numbers of first aid officers available during excursions and camps?		
Can first aiders reach the scene of an accident quickly in all areas of the school?		
Are first aiders available to cover school events such as concerts, functions and sporting activities?		
Are there strategies in place to cover annual leave and other absences of first aid officers?		
Are first aid officers aware of the infection control procedures?		
<b>First Aid Kits</b>		
Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required (e.g. chemicals, potential for burn, asthma or anaphylaxis)?		
Number and location of kits		
Are there additional kits for excursions and camps?		
Are there additional kits for yard duties?		
Is there additional first aid equipment needed (e.g. Automated External Defibrillator)?		
<b>First Aid Room/area</b>		
Do the existing first aid facilities adequately cover the most common type of injuries?		
Is the first aid room in close proximity to high hazard areas?		
Is the first aid room well signed, easily accessible and close to toilets?		
<b>Hazards to consider when determining first aid requirements</b>		
Do staff members (including cleaners and contractors) work alone?		





QUESTION	YES	NO
Do staff work outside normal work hours (including weekends)?		
Are there risks from manual tasks?		
Are there risks from slips, trips and falls?		
Is there a risk of contact with bodily fluids or other biohazards (e.g. providing first aid or managing students with special needs)?		
Are there risks from animals (e.g. dogs, chickens, cats, cattle, sheep, snakes, etc.)?		
Are there risks from hazardous substances and dangerous goods?		
Are there risks of injury from machinery and equipment?		
Are staff at risk of Occupational Violence?		
Are activities conducted in remote locations?		
<b>Access to Medical Services</b>		
Is medical assistance easily accessible (consider realistic potential delays in emergency services assistance)?		
Is there a major hospital close by?		

Once the above checklist is completed, the first aid requirements can then be determined.

FIRST AID REQUIREMENTS	RECOMMENDATIONS
Number of kits:	
Location of kits:	
Contents of kits:	
Number of first aid officers required:	
Level of training required for first aid officers:	
Provision of a first aid room required:	